Time Study Training Guide

Helping Schools

Medicaid Administrative Claiming and School-Based Services

Helping Children

MAC/SBS Time Study Training Guide

TABLE OF CONTENTS

Preface

This guide contains the information Wisconsin's Medicaid Administrative Claiming (MAC) and School-Based Services (SBS) time study participants need to successfully record their activities. In this guide, you will find the following:

- A description of the MAC/SBS program.
- Detailed descriptions and examples of the MAC/SBS time study categories shown on your time study form.
- Instructions for completing the MAC/SBS time study form and the time log.
- A sample time study form illustrating where and how different activities should be recorded on your time study form.
- A sample time log illustrating what is needed on your time log.
- Lists of Medicaid resources.
- A glossary of terms.

The following are also included in the MAC/SBS training packet:

- A personalized time study form and one time log.
- A blue quick-reference card that shows a summary of the MAC/SBS time study categories.
- A quiz to assess your understanding of the MAC/SBS time study categories and completion of the time study form.
- A return envelope for your completed time study form.

It is crucial that you understand how to complete the time study form to accurately reflect your daily activities. By completing a time study, you are providing an integral piece of information that will ensure maximum dollars are reimbursed to your school district or Cooperative Educational Service Agency (CESA).

What is Medicaid?

Medicaid is a jointly funded state and federal program operated by the Wisconsin Department of Health and Family Services (DHFS) under Title XIX of the federal Social Security Act. The purpose of Medicaid is to assure medical care to children, the elderly, and disabled people whose own financial resources are inadequate to provide for their medical needs. Medicaid reimburses medical providers and managed care organizations.

BadgerCare benefits are identical to the benefits and services covered by Wisconsin Medicaid, and recipients' health care is administered through the same delivery system. BadgerCare administrative activities should be recorded in the same way as all Medicaid administrative activities.

Refer to Appendix 3 of this guide for a list of services covered under Wisconsin Medicaid.

If you have questions about MAC or SBS call the MAC/SBS Coordinator at (888) 322-1006 (8:30 a.m. - 5:00 p.m.) or write to the following address:

MAC/SBS Coordinator
Ste 210
10 E Doty St
Madison WI 53703

What Is MAC/SBS?

Medicaid Administrative Claiming (MAC) is a program administered by the Department of Health and Family Services, the agency responsible for administering Wisconsin Medicaid. Medicaid Administrative Claiming enables your school district or Cooperative Educational Service Agency (CESA) to receive federal matching funds for Medicaid administrative and outreach activities.

Many school district and CESA staff are already performing MAC functions. Examples of these activities include the following:

- Informing children and their parents about Medicaid benefits and how to obtain them.

- Providing outreach programs for easier access to Medicaid-covered preventive health care.

- Making referrals to Medicaid-covered services and Medicaid HMOs.

While MAC is a companion to the Medicaid school-based services (SBS) benefit, schools do not need to participate in SBS to participate in MAC. However, all school districts that participate in SBS must participate in MAC. It is important, however, for all MAC participants to understand SBS policies in order to know which activities are reimbursable through MAC and which services are covered by SBS.

An easy way to distinguish MAC activities from SBS is to remember that MAC activities typically take place before, or

are unrelated to, a student's Individualized Education Program (IEP). Medicaid Administrative Claiming activities do not include medical services.
School-Based Services include the testing and assessments prior to the development of the IEP and IEP services that take place after the IEP is established. Medicaid Administrative Claiming covers activities that are not claimable under SBS.

The following services may be billed under SBS if they are included in the student's IEP:

- Developmental testing and assessments when they result in an IEP.

- Nursing.

- Occupational therapy.

- Physical therapy.

- Psychological services, counseling, and social work.

- Speech and language pathology, audiology, and hearing.

- Transportation. This service is not included in the time study, but may be billed under SBS.

Please be aware that regardless of whether your school is an SBS provider, SBS are not claimable under MAC.

All certified SBS providers are required to participate in the time study. If you want to become a Medicaid SBS provider, call Wisconsin Medicaid Provider Services at (800) 947-9627 or (608) 221-9883.

What Is MAC/SBS?

The Goals of MAC/SBS:

- Make certain that all students who may be eligible for Wisconsin Medicaid and BadgerCare have access to these programs.

- Improve health outcomes for Wisconsin children and their families.

- Ensure that early intervention and health screenings occur so that children with health problems are diagnosed and treated in a timely manner.

- Establish links between Medicaid-eligible students and Medicaid HMOs or primary care providers.

- Reimburse school districts and CESAs for Wisconsin Medicaid and BadgerCare administrative and outreach activities.

Important Points

- Wisconsin Medicaid chooses a sample of school personnel throughout the state to complete a time study. School personnel may be chosen more than once per year.

- Data from these time studies will be used to establish a reliable estimate of the time that staff are involved in MAC or SBS-reimbursable activities.

- The time study form will capture time you spend on activities for all students. Therefore, it is not necessary to know whether or not a particular student is Medicaid eligible.

- It is crucial that you understand how to complete the time study form to accurately reflect your daily activities. By completing a time study, you are providing an integral piece of information that will ensure maximum dollars that are reimbursed to your school district.

How Do I Start My Time Study Training?

This Time Study Training Guide and accompanying materials provide all of the information you need to complete a time study for the MAC/SBS program.

Details on each of the steps are provided throughout the guide. Refer to the appropriate Time Study Training Guide section for more information. **Please complete this training at least one week prior to your time study so you have time to review and ask questions as necessary.**

The following are steps for completing the time study:

1. Use the checklist on the back of your introductory letter to verify that you received the necessary materials.

2. Read the Time Study Training Guide thoroughly.

3. Complete the Time Study Training Quiz included in your training packet.

4. Fax the completed quiz to the MAC/SBS Coordinator at (608) 258-3344 before your time study date.

5. Review the quiz answers when they are faxed back to you, and call the MAC/SBS Coordinator at (888) 322-1006 if you have any questions.

6. Complete the time study at the selected day and time.

7. Mail the original, completed time study form (not photocopies) to the MAC/SBS Coordinator in the envelope provided in your training packet within 48 hours of your time study moment. A copy of the time study form should be forwarded to the MAC/SBS Contact for your school district or CESA. Refer to your introductory letter for the name of your MAC/SBS Contact.

How Do I Complete the Time Study Form?

Sample Time Study Form
(not for photocopying)

MAC/SBS Time Study Form

Name: _____

School District: _____

Study Date: _____

Day ____ Date ____

Selected Time: ____ : ____

☐ Sick Day   ☐ Vacation Day   ☐ School Holiday   ☐ Non-Work Day

Please use a Number 2 pencil. Completely erase any errors.

A1 School Related & Educational Activities	A2 General Administration	B Coordination of Care	C1 Medical Training	C2 Non-Medical Training	D Medical Program Planning & Coordination	E Non-Medicaid Programs	F1 Medicaid Outreach and Public Awareness	F2 Medicaid Eligibility and Access	G1 IEP Medical Services	G2 NON-IEP Medical Services	G3 Medical Administrative Supervision
○	○	○	○	○	○	○	○	○	○	○	○

Please fill in one circle for the activity you performed at the selected time.

If you completed columns B, C1, D, F1, F2, or G1 - Interpretation Services, please provide a brief description of time you spent on Medicaid-related administrative activities. Please include the child's name or ID number when referencing activities that pertain to a specific child.

TIME LOG (Please use a pen.)

Activity: _____
_____
_____
_____
_____

Child's Name or ID Number: _____

I certify that I have completed this form accurately as to the activities that I performed today consistent with the training provided.

Signature: _____

Date: _____

For questions or concerns about filling out this time study form, call the MAC coordinator at 1-888-322-1006

Draft

Time studies are an important part of the MAC/SBS program, and the time study form is designed to make it easy for you to record your activities. These instructions will do the following:

- Show you how to record your daily activities.

- Explain the time study form.

In addition, the example in the shaded box corresponds to the completed sample time study form at the end of this section (page 8). This example shows an activity for a sample person and how his/her activity would be recorded on the time study form.

This example is not necessarily indicative of the actual activity that you may perform; this is an example meant to illustrate how to complete the time study form. The time study form is composed of four sections:

- The Top.

- The Grid.

- The Time Log.

- The Signature Block.

At the bottom of the time study form is a time log for documenting Medicaid-related administrative and interpretation activities. Direct Medical Services information from G1 and G2, with the exception of interpretation services, should not be recorded on this form but rather in the child's medical record.

The Top

This section contains spaces for:

- Your name (preprinted).

- The date (preprinted, under Study Dates).

- Your school district (preprinted).

- The selected time for which you need to complete the time study form (preprinted)

- Check-off boxes for the following: sick days, vacation days, school holidays, and non-work days.

If you have a non-work day during the time study, simply check off the appropriate box on the time study form. You do not need to provide any additional information on the form for that day.

The Grid

This section contains:

- A grid showing the twelve time study categories.

- Spaces for you to record the activity you are performing in one of the time study categories.

Example:

Your selected time study is for 12:00 p.m. on February 2, 2007. At this time you were being trained on the Medicaid eligibility process. You would fill in the circle under Category C1 and describe this activity in the Time Log.

(See sample time study form on page 8.)

Time Log

The time log contains the following:

- An explanation of what is needed on the time log.
- Space where you can describe the activity you performed during your selected time.
- Space where you can record the child's name or ID number when referencing activities that pertain to a specific child.

Please complete the time log with a pen.

Please use the time log to provide a brief description of the time you spent on Medicaid-related administrative activities (columns B, C1, D, F1, or F2 on the time study form) and interpretation services (G1). Do not record direct medical services (columns G1 and G2 from the time study form) time in the time log. Record information about G1 and G2 medical services in the child's medical record.

Example for Administrative Services

Provided general supervision of staff, performed administrative activities related to district functions, informed students and their families about Medicaid benefits, verified a student's Medicaid eligibility, assisted a family in the Medicaid application process, attended or conducted training on Medicaid benefits or eligibility process, attended M-Team evaluation for a student's IEP.

Please include the child's name or ID number when referencing activities that pertain to a specific child on the time log.

The Signature Block

This section contains the following:

- A statement certifying that you have completed the time study form accurately and according to instructions.
- Space for your signature.
- Space for the date.

When you complete a day of recording your activities, please be sure to sign and date your time study form.

Completing the Form

Please complete the form with a No. 2 pencil. Fill in the circles completely and be sure to erase all mistakes.

Shade Circles Like This → ●
Not Like This → ⊗ ☑

Please note:
- **You should only shade one circle.**

- **You need to account for the activity you perform, even if it is not Medicaid related.**

Sample Completed Time Study Form
(not for photocopying)

MAC/SBS Time Study Form

Name: **JANE SMITH**

School District: **ABC DISTRICT**

Study Date: Day **FRIDAY** Date **FEBRUARY 2, 2007**

Selected Time: **1 2 : 0 0 PM**

Sick Day ☐   Vacation Day ☐   School Holiday ☐   Non-Work Day ☐

Please use a Number 2 pencil. Completely erase any errors.

A1 School Related & Educational Activities	A2 General Administration	B Coordination of Care	C1 Medical Training	C2 Non-Medical Training	D Medical Program Planning & Coordination	E Non-Medical Programs	F1 Medicaid Outreach and Public Awareness	F2 Medicaid Eligibility and Access	G1 IEP Medical Services	G2 NON-IEP Medical Services	G3 Medical Administrative Supervision
O	O	O	●	O	O	O	O	O	O	O	O

Please fill in one circle for the activity you performed at the selected time.

If you completed columns B, C1, D, F1, F2, or G1 - Interpretation Services, please provide a brief description of time you spent on Medicaid-related administrative activities. Please include the child's name or ID number when referencing activities that pertain to a specific child.

TIME LOG (Please use a pen.)

Activity: _Participated in training on the Medicaid eligibility process._

Child's Name or ID Number: _____

I certify that I have completed this form accurately as to the activities that I performed today consistent with the training provided.

Signature: _Jane Smith_

Date: _February 2, 2007_

Draft

For questions or concerns about filling out this time study form, call the MAC coordinator at 1-888-322-1006

How Do I Categorize My Daily Activities?

You should now be familiar with the layout of the time study form and how to record your time. You now need in-depth information about the twelve time study categories. This section will do the following:

1. Explain the 12 time study categories (A1-G3) shown on your time study forms.

2. Provide examples of activities that are included in each time study category.

The examples given do not represent all of the possible activities in a category. They are guides to help you determine how to record activities that are not specifically mentioned.

Please read the following information carefully. It is essential that you record your activities in the correct MAC/SBS time study category. If you have questions, the MAC/SBS Coordinator is available toll free at (888) 322-1006, Monday through Friday, from 8:00 a.m. to 4:00 p.m.

Important Points

There are several points to remember when completing the time study:

- The MAC/SBS categories are activity specific rather than student specific. In order to complete the time study, it is not necessary for time study participants to know whether or not a child is eligible for Wisconsin Medicaid.

The Blue Quick-Reference Card

Included in your training packet is a quick-reference card that shows a summary of the MAC/SBS activity categories (as shown on page 11). Please refer to this card as you complete your time study form.

How to Categorize BadgerCare Activities

BadgerCare is Wisconsin's state program that provides health insurance for uninsured working families. Families began enrolling in BadgerCare on July 1, 1999. BadgerCare ensures access to health care for uninsured children and parents with income at or below 185 percent of the Federal Poverty Level (FPL) ($37,000 for a family of four in 2006). Once enrolled, families may remain in BadgerCare until their family income exceeds 200 percent of the FPL.

BadgerCare extends health insurance coverage to low-income families with children through a Medicaid expansion. BadgerCare benefits are identical to the comprehensive package of benefits and services covered by Wisconsin Medicaid, and recipients' health care is administered through the same delivery system. Therefore, for the purposes of the MAC program, BadgerCare-related activities are considered MAC activities. **As a result, all activities related to BadgerCare should be recorded as Medicaid activities during the time study period.** For example, attending a training session on BadgerCare eligibility should be recorded as attending a Medicaid training session for the time study.

If you have any questions about recording BadgerCare-related activities during the time study, contact the MAC Coordinator at (888) 322-1006 between 8:00 a.m. and 4:00 p.m.

For additional information about BadgerCare, please visit the Department of Health and Family Services' Web site at *dhfs.wisconsin.gov/badgercare/* or call the BadgerCare Hotline at (888) 907-4455.

MAC/SBS Time Study Categories*

A1. School-Related and Educational Activities (Pages 12-13)

- Academic Instruction.
- Professional Development.
- School Business Activities.
- Clerical Activities and Travel.

A2. General Administration Activities (Page 14)

B. Medical Coordination of Care (Pages 15-17)

- Referrals for Health Care Services.
- Coordination and Monitoring of Health Care Services.
- Monitoring and Follow-Up of Health Care Services.
- Students with IEPs.
- Clerical Activities, Travel Time, and and Other Administrative Activities.

C1. Medical Training (Pages 18-19)

- Medicaid Referral and Outreach Training.
- Medical Knowledge Training.

C2. Non-Medical Training (Page 20)

- Non-Medicaid Training.
- Training that is not medical in nature.

D. Program Planning and Coordination Related to Medical Services (Pages 21-22)

- Coordination of Medical Services.
- Improving the Delivery of Medical/ Dental/Mental Health Services.
- Performing Collaborative Activities with Other Agencies and/or Providers.

E. Non-Medicaid Programs (Pages 23-24)

- Social Programs.
- Health-Related Programs.
- Education-Related Programs.
- Clerical Activities, Transportation, and Translation Services.

F1. Medicaid Outreach (Pages 25-26)

- Providing Medicaid Information.
- Clerical Activities and Travel.

F2. Medicaid Eligibility and Access (Pages 27-28)

- Referrals to Medicaid Application Site.
- Medicaid Eligibility Assistance.
- Clerical Activities, Translation Services, and Travel.

G1. IEP Medical Services (Pages 29-31) (Face-to-Face and Non-Face-to-Face)

- IEP Physical Therapy, Occupational Therapy, Speech and Language Pathology, and Audiology.
- IEP Nursing.
- IEP Psychological Services, Counseling and Social Work.
- Preparation and Follow-Up Activities Related to Providing IEP Care.

G2. Non-IEP Medical Services (Page 32-33) (Face-to-Face and Non-Face-to-Face)

- Medical Services Not in IDEA or IEP.
- ADA Services.
- Medical Services Not Listed in G1.

G3. Medical Administrative Supervision (Page 34)

- Administrative, not clinical, activities associated with supervising someone else providing medical services..
- **Nurse and Therapy Services** -- The supervision of delegated services by a registered nurse or therapy services by a therapist should not be included here. These activities should be recorded under G1 for IEP medical services and G2 for non-IEP medical services.

* Record activities for all students, regardless of Medicaid status.

About Family Planning

Family planning services and referrals to family planning services are reported to the MAC program, but **are not reimbursable under MAC.**

AI. School-Related and Educational Activities Including Educational Activities Listed in a Child's IEP

Instruction, Planning, and School Business Activities

Summary

- Educational and Teaching Services.

- Professional Development.

- School Business Activities.

- Education Activities Listed in a Child's IEP. (Note: Medical services listed in a child's IEP should be recorded under Category G1, "Time Spent Performing Medical Services Listed in a Child's IEP and Supporting Services Directly Related to Performing Medical Services Listed in a Child's IEP" [includes face-to-face and clinical non-face-to-face.])

Example Activities

Academic Instruction:

- Teaching, including lesson planning, grading, and instructional or educational testing.

- Performing activities that are specific to instructional, curriculum, and student-focused areas.

- Enrolling new students or obtaining registration information.

- Evaluating curriculum and instructional services, policies, and procedures.

- Providing individual or group instruction to a special education student.

- Providing general supervision of students (playground, lunchroom).

- Parent/teacher conferences and open houses.

- Compiling report cards and attendance reports.

- Conferring with students or parents about discipline or other school-related issues.

- Applying discipline activities.

- Translating an academic test for a student who speaks another language.

How Do I Categorize My Daily Activities? (Continued)

Professional Development:

- Compiling, preparing, and reviewing reports on textbooks.

School Business Activities:

- Processing payroll.

- Developing budgets.

- Maintaining inventories and ordering supplies.

Clerical Activities and Travel:

- Performing clerical activities (such as copying, collating, and typing) directly related to instructional or curriculum areas.

- Travel related to school-related and educational activities.

Educational IEP Activities:

- IEP team development activities.

- Education activities listed in a child's IEP.

    - Working with a student to reinforce a lesson the teacher taught.

    - Teaching a lesson to a student.

    - Reviewing a student's academic progress.

    - Monitoring a student while he or she is taking a test.

A2. General Administration

General Administrative Activities

Summary

General administrative activities that cannot be specifically identified under other activity codes.

Example Activities

- Lunch and breaks.

- Reviewing technical literature and research articles.

- Establishing goals and objectives for health-related programs as part of the school's annual or multi-year plan.

- Reviewing school or district procedures and rules.

- Attending or facilitating general school or unit/department staff meetings or board meetings.

- Providing general supervision of staff, including supervision of student teachers or classroom volunteers, and evaluation of employee performance.

- Performing administrative or clerical activities related to general building or district functions or operations.

- Performing clerical and secretarial activities (such as copying, collating, and typing) that do not relate to any other activity codes.

- Travel related to these activities.

- Participation in or facilitation of education-related training.

- Participating in or presenting training related to curriculum or instruction (e.g., language arts workshop or computer instruction) or field of expertise, such as autism.

Important Point

Certain functions such as payroll and maintaining inventories are considered "School Business Activities" and should be recorded under Category A1 — "School-Related and Educational Activities."

B. Medical Coordination of Care

Coordination and Monitoring of Health Care Services

Summary

- Referrals for health care services.

- Coordination and monitoring of health care services.

- Early identification and referral of students with special health care needs to HealthCheck services.

Note: Use this category to record activities related to coordination and monitoring of **all health care services for all students**, regardless of their Medicaid eligibility status.

Example Activities

Referrals for Health Care Services:

- Referring students for necessary medical health, mental health, or substance abuse services covered by Wisconsin Medicaid.

- Making referrals for preventive health care screens, such as HealthCheck screens, as a result of identifying a student with special educational needs who may also have health care needs.

- Gathering any information that may be required in advance of these referrals or evaluations.

Coordination of Health Care Services:

- Working with all students, their families, other staff, and providers to identify, arrange for, and coordinate services that may be required for a specific child as a result of screens, evaluations, or examinations.

- Coordinating the completion of the prescribed services, termination of services, and the referral of the student to health care service providers (including Medicaid providers) as may be required to provide continuity of care.

- Arranging for any diagnostic or treatment services that may be required as a result of a condition identified during the student's HealthCheck screen.

- Coordinating the delivery of community-based medical and mental health services for a child with special or severe health care needs.

- Working with Medicaid and other HMOs to ensure that a student is receiving coordinated care.

- Preparatory information gathering, observation, interviews, and health record preparation specific to coordinating care for a student.

Monitoring and Follow-up of Health Care Services:

- Conducting follow-up with a student, family, and health care provider after referring a student for health care services.

- Providing follow-up contact to ensure that a student has received the prescribed medical service and to provide feedback on whether further treatment or changes in existing treatments are required.

- Participating in a meeting to coordinate or review a student's need for health care services.

- Providing information to other staff on a child's medical and mental health services and plans.

- Designing and implementing a program to identify pregnant students who may be at risk of poor health outcomes because of drug usage, poor nutrition, or lack of appropriate prenatal care and who would benefit from Medicaid services.

- Designing and implementing strategies to identify students with special needs who may be at high risk of poor health outcomes because of abuse or neglect and who might need health care services.

- Developing advisory or work groups of skilled medical professionals to provide consultation and advice regarding Medicaid and Medicaid-related health care benefits for the student population.

Services for Students With IEPs:

- Coordinating Medicaid services not listed in the IEP with services listed in the student's IEP to reduce overlap and duplication. (Actual IEP services are recorded in Category G1, "IEP Medical Services and Direct Supporting Services.")

- Monitoring and evaluating the Medicaid service components of the IEP as appropriate.

- The coordination of IEP medical care.

Clerical Activities, Travel Time, and Other Administrative Activities:

- Performing clerical and secretarial activities (such as copying, collating, and typing) directly related to the performance and completion of the coordination of care activities listed above.

- Arranging for or providing translation or signing services that assist an individual to access and understand necessary care or treatment.

- Scheduling or arranging transportation to Medicaid-covered services.

- Travel related to coordination of care activities.

Important Points

- If a student is severely emotionally disturbed or developmentally disabled, he/she may have a county case manager. If the student does have a county case manager, contact the county to ensure coordination of care and coordination of your activities.

- Coordination of care for students in HMOs should be done by the HMO; therefore, refer these students to their HMO.

- HealthCheck referrals for a student covered by Wisconsin Medicaid who is enrolled in an HMO should be made to that HMO. HealthCheck referrals for other children should be made to their primary care physician, nurse practitioner, or local health department. For more information on HealthCheck referrals, please call the Maternal and Child Health Hotline at (800) 722-2295.

- To find out which Medicaid HMOs are in your area, call Medicaid's Automated Health Systems at (800) 291-2002.

- For this category, "health care services" means the range of services covered by Wisconsin Medicaid listed in Appendix 3 of this guide.

C1. Medical Training

Summary

- Participating in, conducting, or coordinating medical or Medicaid-related training sessions only.

- Non-medical training should be recorded under Category C2, "Non-Medical Training." Education-related training should be recorded under Category A2, "General Administration."

Example Activities

Medicaid Referral and Outreach Training:

- Training on understanding the Medicaid eligibility process and how to apply for Medicaid services.

- Training on how to refer Medicaid-eligible students to participating Medicaid providers, including how to find, screen, and refer special needs or "at-risk" students for HealthCheck and other Medicaid medical/health services.

- Training on referring Medicaid-eligible students to Medicaid HMOs and coordinating services with Medicaid HMOs to ensure that none of the services are duplicated.

- Instruction on adding Medicaid outreach activities to existing school/school district outreach. Training on child find activities should be recorded under Category C2, "Non-Medical Training."

- Participating in or coordinating training that improves understanding of Medicaid-covered services and how it applies to educating and working with people on Medicaid.

Medical Training

- General medical knowledge training.

- Training on performing medical services.

Clerical Activities and Travel Time:

- Performing clerical and secretarial activities (such as copying, collating, and typing) directly related to the performance and completion of the training activities listed above.

- Travel related to medical or Medicaid training.

Important Points

- Seminars may involve activities that fit into several categories. For example, attending a three-hour seminar may include a 30-minute segment on the role of Medicaid in schools, a one hour segment on improving the delivery of physical therapy services, and a 90-minute segment on teaching math to autistic children. You would then record the 30 minutes spent for training about Wisconsin Medicaid under Category C1, "Medical training." You would record the 60 minutes spent for training on physical therapy services in Category C1 as well. Finally, you would record the 90 minutes spent on teaching math to autistic children in Category A2, "General Administration."

- Many different agencies provide training on medical and Medicaid-related issues. Contact the MAC Coordinator if you have questions about this training.

- BadgerCare-related training would be recorded in this category.

C2. Non-Medical Training

Summary

- Participating in, conducting, or coordinating non-medical training sessions only.

- Medical training and Medicaid-related training should be recorded under Category C1, "Medical Training." Education-related training should be recorded under Category A2, "General Administration."

Example Activities

Non-Medicaid Training:

- Training for non-Medicaid health, social, and education programs, including training on making health service referrals for non-Medicaid eligible children.

- Training on how to assist families in accessing non-Medicaid services.

- Training on Child Find activities.

Non-Medical Training:

- Training that is not medical in nature. Education-related training should be recorded in Category A2.

Clerical Activities and Travel Time:

- Performing clerical and secretarial activities (such as copying, collating, and typing) directly related to the performance and completion of the training activities listed above.

- Travel related to non-medical training.

How Do I Categorize My Daily Activities? (Continued)

D. Program Planning and Coordination Related to Medical Services

Summary

- Improving the Coordination of Medical Services.

- Improving the Delivery of Medical/Dental/Mental Health Services.

- Performing Collaborative Activities with Other Agencies and/or Providers.

Example Activities

Improving the Coordination of Medical Services:

- Working with other agencies and/or providers that provide medical/dental/mental health services to improve the coordination and delivery of services, to expand access to specific populations of Medicaid eligibles, and to increase provider participation and improve provider relations.

- Defining the relationship of each agency's Medicaid services to one another.

- Coordinating with interagency committees to identify, promote and develop EPSDT services in the school system.

Improving the Delivery of Medical/Dental/Mental Health Services:

- Developing strategies to assess or increase the capacity of school medical/dental/mental health programs.

- Monitoring the medical/dental/mental health delivery systems in schools.

- Identifying gaps or duplication of medical/dental/mental health services to school age children and developing strategies to improve the delivery and coordination of these services.

- Analyzing Medicaid data related to a specific program, population, or geographic area.

- Developing strategies to assess or increase the cost effectiveness of school medical/dental/mental health programs.

- Developing advisory or work groups of health professionals to provide consultation and advice regarding the delivery of health care services to the school populations.

- Developing procedures for tracking families' requests for assistance with medical/dental/mental health services and providers, including Medicaid. This does not include the actual tracking of requests for Medicaid services.

- Evaluating the need for medical/dental/mental health services in relation to specific populations or geographic areas.

Performing Collaborative Activities with Other Agencies and/or Providers:

- Working with other agencies and/or providers to improve collaboration around early identification of medical/dental/mental health problems.

- Working with Medicaid resources, such as the Medicaid agency and Medicaid managed care plans, to make good faith efforts to locate and develop EPSDT health services referral relationships.

- Working with the Medicaid agency to identify, recruit and promote the enrollment of potential Medicaid providers.

- Developing medical referral sources such as directories of Medicaid providers and managed care plans, who will provide services to targeted population groups, e.g., EPSDT children.

Clerical Activities and Travel Time:

- Performing clerical and secretarial activities (such as copying, collating, and typing) directly related to the performance and completion of the medical provider planning and coordination activities listed above.

- Travel related to medical provider planning and coordination activities listed above.

Important Points

- Children in managed care should always be referred to their HMO.

- Provider networking and coordination activities related to BadgerCare would be recorded in this category.

E. Non-Medicaid Programs

Other Health, Social, and Education Program Planning and Access

Summary

- Activities that focus on helping a student or family learn about or become eligible for non-medical programs (including social, vocational, and special education programs).

- Coordinating services for non-medical non-Medicaid programs.

Example Activities

Social Programs:

- Informing students and their parents about social and educational programs and referring them to the appropriate agency to complete an application (including WIC, day care, legal aid, food stamps, and job training).

- Referring families to Wisconsin Works (W-2) agencies for assistance with employment.

- Making referrals for coordinating access to social and educational services such as child care, employment, job training, housing, and energy assistance.

- Gathering information related to the application and eligibility determination for non-Medicaid programs from a client.

Health-Related Programs:

- Conducting general health education programs or campaigns addressed to the general school population.

- Working with interagency committees on health issues not specific to Wisconsin Medicaid.

- Informing families about wellness programs and how to access these programs.

- Coordinating referrals to school-based or community-based agencies for family planning services.

- Making referrals to family planning services.

- Making referrals for, coordinating, and/or monitoring the delivery of state education agency mandated child health screens (e.g., vision, hearing, scoliosis).

Education-Related Programs:

- Developing and verifying initial and continuing eligibility for the Free and Reduced Lunch Program.

- Assisting in early identification of children with special medical and mental health needs through various IDEA child find activities.

- Monitoring and evaluating the non-medical components of the IEP as appropriate.

- Participating in a meeting/discussion to coordinate or review a student's need for scholastic, vocational, and non-health related services not covered by Medicaid.

Clerical Activities, Transportation, and Translation Services:

- Translation or signing services provided to assist individuals in accessing non-Medicaid programs.

- Scheduling or arranging transportation to non-Medicaid programs.

- Performing clerical and secretarial activities (such as copying, collating, or typing) directly related to health and social programs.

Important Point

Family planning referrals should be recorded under this category. (Family planning direct care services should be recorded under Category G1, "IEP Medical Services.")

FI. Medicaid Outreach

Information About Medicaid Health Services

Summary

- Preparing, coordinating, and disseminating announcements or materials about health services covered by Wisconsin Medicaid, and how to access those services.

- Informing students and their parents about specific Medicaid benefits. (Outreach includes a combination of oral and written methods that describe the range of services available through Medicaid and how to obtain those services.)

Example Activities

Providing Medicaid Information:

- Informing families about Wisconsin Medicaid and the range of services covered under Wisconsin Medicaid.

- Providing information regarding Medicaid managed care programs.

- Informing families in the school district about HealthCheck services, where and how to obtain those services, and the benefits of preventive health care.

- Informing families about the value of preventive health services and periodic exams available through the various Medicaid benefits.

- Informing children and their families on how to effectively use and maintain participation in the health resources available under Wisconsin Medicaid.

- Coordinating with the media (newspaper, TV, radio, and Internet) to promote Medicaid programs and activities for school children and their families.

- Coordinating child health fairs to distribute Medicaid benefit information in areas with the likelihood of high Medicaid eligibility.

- Contacting pregnant and parenting teenagers about the availability of Medicaid prenatal and well-baby care programs and services.

- Informing foster care parents about Medicaid benefits.

Important Point

Health fairs may involve activities that fit into several categories. For example, a health fair may have booths set up to answer questions on a variety of issues. Only the time spent by a school staff person actually speaking with someone about Medicaid or handing out brochures on Medicaid benefits should be recorded in this category. Time spent discussing other health care issues (such as immunizations, hygiene, or child care) should be recorded under Category E, "Other Programs."

How Do I Categorize My Daily Activities? (Continued)

F2. Medicaid Eligibility and Access

Assistance with Medicaid Eligibility

Summary

- Assisting a student and/or family with the Medicaid eligibility process.

- Preparing, coordinating, and disseminating announcements or materials about Medicaid and BadgerCare eligibility requirements.

Example Activities

Referrals to Medicaid Application Sites:

- Referring students and their families to an appropriate source to obtain a Medicaid or BadgerCare application, including outstationing sites.

- Referrals to Medicaid Application Sites" should read "Referring families to Wisconsin Works (W-2) agencies to apply for Wisconsin Medicaid or BadgerCare.

Medicaid Eligibility Assistance:

- Verifying a student's current Medicaid eligibility status.

- Explaining eligibility rules and the eligibility process to prospective applicants for Wisconsin Medicaid.

- Assisting a family in gathering the necessary information prior to submitting a formal Medicaid application, including resources and third-party liability information.

- Providing forms to assist in preparation for the Medicaid eligibility determination.

- Informing pregnant students about Healthy Start Medicaid eligibility for pregnant women and children.

- Preparing, coordinating, and disseminating announcements or materials about Medicaid and BadgerCare eligibility requirements.

- Establishing a telephone or walk-in service for referring persons to Medicaid services or eligibility offices.

How Do I Categorize My Daily Activities? (Continued)

Clerical Activities, Translation Services, and Travel:

- Interpreting Medicaid application and related materials for parents or guardians who are blind, deaf, or who do not speak or read English.

- Performing clerical and secretarial activities (such as copying, collating, and typing) directly related to the performance and completion of the Medicaid eligibility-related activities listed above.

- Travel related to the performance of Medicaid eligibility and access activities.

Important Points

- Referrals to providers for specific health care services sshould be recorded in Category B, "Medical Coordination of Care."

- **Assisting families with the BadgerCare eligibility determination process would be recorded here.**

- Refer to Appendix 1 of this guide for a list of county agencies that determine Medicaid and BadgerCare eligibility.

GI. Time Spent Performing Medical Services Listed in a Child's IEP and Supporting Services Directly Related to Performing Medical Services Listed in a Child's IEP (Includes Face-to-Face and Clinical Non-Face-to-Face)

Summary

Time spent on all IEP medical school-based services and direct supporting services that meet the following criteria:

- Medical services listed below.
- Performed by a person who meets the requirements under the SPA 05-015.
- In the child's IEP.

Include all the time that is an integral part of or extension of a medical service (example: patient follow-up, patient assessment, patient counseling, billing activities). This code also includes all related paperwork, clerical activities, or staff travel required to perform these medical services listed in the child's IEP. Include all time spent performing these medical services listed in an IEP for all children regardless of whether the child is enrolled in Medicaid. Please note that the same services described here in G1, if they are not included in an IEP, would be subject to the free care principle and must therefore be coded in G2.

Education activities listed in a child's IEP should not be included here. These activities should be recorded in Category A1, "School-Related and Educational Activities Including Educational Activities Listed in a Child's IEP."

Example Activities

Examples of IEP Medical Services Time When the Child is Present (Direct Face-to-Face Time)

- IEP physical therapy, occupational therapy, speech-language pathology, and audiology (appropriate DPI licensed personnel include physical therapists, physical therapist assistants working under the supervision of a qualified physical therapist, occupational therapist, occupational therapist assistants working under the supervision of a qualified occupational therapist, speech-language pathologist, speech-language pathologist assistant working under the supervision of a qualified speech-language pathologist, and an audiologist.
  - Assessment, evaluation, and management of services that are part of the IEP and Medical/health assessment and evaluation conducted as part of the development of an IEP, if an IEP is ultimately established for that child.
  - Individual and group therapy if in the IEP.
  - Supervision of therapy assistants and other therapists for services included in the IEP.

- IEP Nursing (appropriate personnel include RN and LPN nurses, and other personnel including special education teachers and health aides).
  - Assessment, evaluation, and management of services that are part of the IEP and Medical/health assessment and evaluation conducted as part of the development of an IEP, if an IEP is ultimately established for that child.
  - Treatment if included in the IEP.
  - Time spent administering/monitoring medication only if it is included as part of the IEP and documented in the IEP (example: administration/monitoring of anti-spasmotic drugs for children with cerebral palsy, such as baclofen, that is included as part of an IEP and documented in the IEP). Time spent administering/monitoring medication that is not included as part of the IEP and not documented in the IEP such as administration/monitoring of maintenance drugs (example 1: insulin for a diabetic if the insulin administration/monitoring is not in the IEP; example 2: anti-seizure medication for a child if the anti-seizure medication is not in the IEP) and administration/monitoring of non-routine medications for acute conditions when the administering/monitoring of the medication is not included as part of the IEP and not documented in the IEP (example 1: an aspirin for an occasional headache; example 2: an allergy medication to treat occasional symptoms) should be recorded in Category G2.
  - Supervision of delegated nursing acts, included in an IEP, by a registered nurse if the child is present should be included here.
- IEP psychological services, counseling and social work (appropriate personnel include DPI licensed school psychologists, counselors and school social workers).
  - Assessment, evaluation, and management of services that are part of the IEP and Medical/health assessment and evaluation conducted as part of the development of an IEP, if an IEP is ultimately established for that child.
  - Therapy and treatment that plans, manages, and provides a program of psychological services, counseling, or social work services to children with psychological or behavioral problems if in the IEP.
  - Behavior crisis intervention, such as behavior de-escalation or physical restraint as listed in the IEP.
  - Individual treatment, counseling, and social work services in groups of two to 10 if in the IEP.
- Interpretation services listed in the IEP when provided in conjunction with IEP medical services.
  - Sign language services listed in an IEP when provided in conjunction with IEP medical services.
  - Translation services listed in an IEP when provided in conjunction with IEP medical services.

Examples of IEP Medical Services Time That is an Integral Part of or Extension of a Medical Service Listed in the Child's IEP (Clinical Non-Face-to-Face Time)

- Preparation and follow-up activities directly related to providing medical services listed in a child's IEP:
  - Preparing for the service listed in the IEP.

- Cleaning up after the service listed in the IEP.
- Interpretation services listed in the IEP.
- Time spent on paperwork, planning and documentation, and other activities related to the medical services listed above and listed in the IEP.
- Consulting with school staff and family members regarding progress toward treatment goals when the treatment is included in the IEP.
- School psychologists, counselors, and social workers:
  - Reviewing and scoring records and tests that are part of the IEP and reviewing and scoring records and tests conducted as part of the development of an IEP, if an IEP is ultimately established for that child.
  - Reviewing behavioral records and other relevant information prior to meeting with a child to perform services listed in the IEP.
  - Writing reports on services listed in the IEP.
  - Documenting services listed in the IEP for billing purposes.
  - Traveling to provide services listed in the IEP.
  - Time spent on home visits with parents or guardians regarding services listed in the IEP.
- Nursing services:
  - Reviewing and scoring records and tests that are part of the IEP and reviewing and scoring records and tests conducted as part of the development of an IEP, if an IEP is ultimately established for that child.
  - Time spent developing a health history with parents or guardians that is needed for the development of the IEP or that is in the IEP.
  - Documenting procedures listed in the IEP for billing purposes.
  - Time spent on home visits with parents or guardians regarding services listed in the IEP.
  - Traveling to provide a service listed in the IEP.
- All activities performed while face-to-face with the delegate, required under 42 CFR 440.110, of registered nurses supervising a delegated act. These activities include providing direction and assistance to those supervised and observing and monitoring the activities of those supervised for those activities that are listed in the IEP.
- Therapy Services (Physical Therapy, Occupational Therapy, Speech-Language Pathology, and Audiology):
  - Reviewing and scoring records and tests that are part of the IEP and reviewing and scoring records and tests conducted as part of the development of an IEP, if an IEP is ultimately established for that child.
  - Preparing for individual therapy listed in the IEP.
  - Writing reports and charting interventions listed in the IEP.
  - Documenting interventions listed in the IEP for billing purposes.
  - Traveling to provide a service listed in the IEP.
- All activities, required under 42 CFR 440.110, relating to the supervision of therapy assistants and other therapists. These activities include providing direction and assistance to those supervised, observing and monitoring the activities of those supervised, and monitoring the need for continued services for those activities listed in the IEP.

G2. Medical Services That Are Not Listed in a Child's IEP and IEP Medical Services That Are Not Performed by a Qualified Individual (Includes Face-to-Face and Clinical Non-Face-to-Face Time Related to Performing These Services)

Summary

Time spent on all medical services that are not IEP medical services reported in G1.

Include all time that is an integral part of or extension of a medical service (e.g., patient follow-up, patient assessment, patient counseling, billing activities). This code also includes all related paperwork, clerical activities, or staff travel required to perform these medical services.

Include all time spent on these services for all children regardless of whether the child is enrolled in Medicaid.

Example Activities

- Examples of medical services that are not listed in a child's IEP.
    - Medical services that are not IDEA services and therefore not in a child's IEP.
    - American with Disabilities Act (ADA) services that are not in a child's IEP.
    - Performing child health screens, such as vision, hearing, or scoliosis that are not in a child's IEP.
    - Administering first aid, emergency care, or prescribed injection or medication to a student when not in the child's IEP.
    - Nursing services that are not included in the child's IEP.
    - Physical therapy treatment that is not included in the child's IEP.
    - Crisis intervention not listed in a child's IEP.
    - The administering/monitoring of medication not included as part of the IEP and not documented in the IEP. This includes time spent administering/monitoring maintenance drugs, (example 1: insulin for a diabetic if the insulin administration/ monitoring is not in the IEP; example 2: anti-seizure medication for a child if the anti-seizure medication is not in the IEP) or administration/monitoring of non-routine medications for acute conditions when the administering/monitoring of the medication is not included as part of the IEP and not documented in the IEP (example 1: an aspirin for an occasional headache; example 2: an allergy medication to treat occasional symptoms). Time spent administering/monitoring medication that is included as part of the IEP and documented in the IEP should be recorded in Category G1 (example: administration/monitoring of anti-spasmotic drugs for children with cerebral palsy, such as baclofen, that is included as part of an IEP and documented in the IEP).

- Examples of medical services listed in a child's IEP that are provided by a nonqualified person.
  - Individualized Education Program psychological services, counseling, and social work services provided by psychologists, counselors, and social workers who are not licensed by the Department of Public Instruction.
  - Speech therapy treatment performed by someone who is not properly qualified.
- Supervision of delegated nursing services or therapy services that are not included in an IEP.
  - Supervision of the administering/monitoring of medications not included in an IEP.
  - Supervision of a therapy assistant providing a service not included in an IEP.

G3. Administrative Supervision of Individuals Performing Medical Services

Summary

- Time spent on supervision of medical personnel that is NOT an integral part of or extension of providing medical services.
- Include time spent on all administrative, not clinical, activities associated with the supervision of medical services that are not already included in G1 or G2.
- **Nurse Delegation** -- The supervision of delegated services by a registered nurse should not be included here. These activities should be recorded under G1 for IEP medical services and G2 for non-IEP medical services.
- **Therapy Services** -- The supervision of therapy services by a therapist should not be included here. These activities should be recorded under G1 for IEP medical services and G2 for non-IEP medical services.

Example Activities

- Signing time sheets.
- Coordinating staff schedules.
- Conducting performance evaluations of medical staff.
- Meeting with medical staff to update them on administrative policies and procedures.
- Meeting with superiors.
- Time spent performing disciplinary actions.

What Are the Final Steps?

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Now that you've finished reading the MAC/SBS Training Guide, complete these final steps:

- Find the quiz included in your MAC/SBS training packet.

- Read the instructions and complete the quiz as indicated.

- Fax your completed quiz to the MAC/SBS Coordinator at (608) 258-3344.

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When you complete your time study, please be sure to do the following:

- Check the form for a signature and date.

- Make a copy of the completed time study form. Forward this copy (along with any brochures, files, paperwork, or materials from activities, such as training materials, completed during your time study) to your district/CESA MAC/SBS contact. If you do not know who your district's/CESA's MAC/SBS contact is, call the MAC/SBS Coordinator at (888) 322-1006.

- Mail your original completed time study form to the MAC/SBS Coordinator in the envelope provided no more than *two business days* after your time study date.

- If the envelope is missing from your training packet, mail your completed time study form to the following address:
  MAC/SBS Coordinator
  Ste 210
  10 E Doty St
  Madison WI 53703

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Once you have completed your time study, do *not* return your training materials to the MAC/SBS Coordinator.

These materials contain valuable resource information that can assist you and your school district in helping students and their families access health care. Please keep the materials for reference or pass them on to a staff member who may find them useful.

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Appendix 1:
Agencies Providing Medicaid Eligibility Information

County Social or Human Service Agencies

Agency Number	Name, Address and Telephone	Agency Number	Name, Address and Telephone
001	Adams County HSS 108 E North St Friendship WI 53934 (608) 339-4251	009	Chippewa County HS Rm 306 711 N Bridge St Chippewa Falls WI 54729-1877 (715) 726-7799
002	Ashland County HS 301 Ellis Ave Ashland WI 54806 (715) 682-7004	010	Clark County SS Rm 502 517 Court St Neillsville WI 54456-1976 (715) 743-5233
003	Barron County HHS Rm 338 330 E LaSalle Ave Barron WI 54812 (715) 537-5691	011	Columbia County HHS PO Box 136 2652 Murphy Rd Portage WI 53901 (608) 742-9227
004	Bayfield County SS 117 5th St E PO Box 100 Washburn WI 54891-0100 (715) 373-6144	012	Crawford County HS Ste 3a 225 N Beaumont Rd Prairie du Chien WI 53821 (608) 326-0248
005	Brown County HS 111 N Jefferson St PO Box 22188 Green Bay WI 54305-2188 (920) 448-6000	013	Dane County HS 1202 Northport Dr Madison WI 53704 (608) 242-6200
006	Buffalo County DHS 407 S 2nd St PO Box 517 Alma WI 54610-0517 (608) 685-4412	014	Dodge County HS Courthouse 143 E Center St Juneau WI 53039-1330 (920) 386-3750
007	Burnett County DHHS Ste 280 7410 County Road K Siren WI 54872-9043 (715) 349-7600	015	Door County SS 421 Nebraska St PO Box 670 Sturgeon Bay WI 54235-0670 (920) 746-2300
008	Calumet County HS 206 Court St Chilton WI 53014-1198 (920) 849-1400	016	Douglas County HS Ste 400 1316 N 14th St Superior WI 54880 (715) 395-1304

Agencies Providing Medicaid Eligibility Information (Continued)

County Social or Human Service Agencies

Agency Number	Name, Address and Telephone	Agency Number	Name, Address & Telephone
017	Dunn County HS PO Box 470 808 Main St Menomonie WI 54751 (715) 232-1116	025	Iowa County SS 109 W Fountain St Dodgeville WI 53533 (608) 935-9311
018	Eau Claire County HS 721 Oxford Ave PO Box 840 Eau Claire WI 54702-0840 (715) 831-5700	026	Iron County HS Ste 201 300 Taconite St Hurley WI 54534 (715) 561-3636
019	Florence County HS 501 Lake Ave PO Box 170 Florence WI 54121 (715) 528-3296	027	Jackson County HHS PO Box 457 420 Highway 54 W Black River Falls WI 54615 (715) 284-4301
020	Fond du Lac County SS 87 Vincent St PO Box 1196 Fond du Lac WI 54935-1196 (920) 929-3400	028	Jefferson County HS N3995 Annex Rd Jefferson WI 53549 (920) 674-3105
021	Forest County SS 200 E Madison St Crandon WI 54520 (715) 478-3351	029	Juneau County HS Rm 23 220 E La Crosse St Mauston WI 53948 (608) 847-2400
022	Grant County SS Box 447 8820 Highways 35 & 61 S Lancaster WI 53813 (608) 723-2136	030	Kenosha County HS Ste 100 8600 Sheridan Rd Kenosha WI 53143 (262) 697-4509
023	Green County HS N3152 State Road 81 Monroe WI 53566 (608) 328-9393	031	Kewaunee County HS 810 Lincoln St Kewaunee WI 54216 (920) 388-7030
024	Green Lake County HS 500 Lake Steel St PO Box 588 Green Lake WI 54941 (920) 294-4070	032	La Crosse County HS 300 N 4th St PO Box 4002 LaCrosse WI 54601-4002 (608) 785-5875

Agencies Providing Medicaid Eligibility Information (Continued)

County Social or Human Service Agencies

Agency Number	Name, Address and Telephone	Agency Number	Name, Address and Telephone
033	Lafayette County HS PO Box 206 627 Main St Darlington WI 53530 (608) 776-4800	040	Milwaukee County HHS 1220 W Vliet St Milwaukee WI 53205 (414) 289-6897
034	Langlade County SS 1225 Langlade Rd Antigo WI 54409 (715) 627-6500	041	Monroe County HS Community Services Center A-19, 14305 County Highway B Sparta WI 54656 (608) 269-8600
035	Lincoln County SS 607 N Sales St PO Box 547 Merrill WI 54452 (715) 536-6200	042	Oconto County HHS 501 Park Ave Oconto WI 54153-1612 (920) 834-7000
036	Manitowoc County HS 926 S 8th St PO Box 1177 Manitowoc WI 54221-1177 (920) 683-4400	043	Oneida County SS Oneida County Courthouse PO Box 400 Rhinelander WI 54501 (715) 362-5695
037	Marathon County SS 400 E Thomas St Wausau WI 54403 (715) 261-7500	044	Outagamie County HHS 401 S Walnut Appleton WI 54911-5936 (920) 832-4741
038	Marinette County HHS 2500 Hall Ave Marinette WI 54143 (715) 732-7700	045	Ozaukee County HS 121 W Main St PO Box 994 Port Washington WI 53074-0994 (262) 238-8200
039	Marquette County HS PO Box 405 77 Park St Montello WI 53949 (608) 297-9136	046	Pepin County HS 740 7th Ave W PO Box 39 Durand WI 54736 (715) 672-8941
072	Menominee County HHS PO Box 280 Keshena WI 54135 (715) 799-3861	047	Pierce County HS 412 W Kinne St PO Box 670 Ellsworth WI 54011 (715) 273-6766

Agencies Providing Medicaid Eligibility Information (Continued)

County Social or Human Service Agencies

Agency Number	Name, Address and Telephone	Agency Number	Name, Address and Telephone
048	Polk County HS Ste 50 100 Polk County Plz Balsam Lake WI 54810 (715) 485-8400	056	Sauk County DHS PO Box 29 505 Broadway Baraboo WI 53913 (608) 355-4200
049	Portage County HHS 817 Whiting Ave Stevens Point WI 54481 (715) 345-5350	057	Sawyer County HHS PO Box 730 10610 Main St Hayward WI 54843 (715) 634-4806
050	Price County CHS 104 S Eyder Ave PO Box 88 Phillips WI 54555-0088 (715) 339-2158	058	Shawano County SS PO Box 434 607 E Elizabeth St Shawano WI 54166-0434 (715) 526-4700
051	Racine County HS 1717 Taylor Ave Racine WI 53403-2497 (262) 638-6646	059	Sheboygan County HHS 1011 N 8th St Sheboygan WI 53081 (920) 459-3056
052	Richland County HSS 221 W Seminary St Richland Center WI 53581 (608) 647-8821	060	Taylor County DHS 540 E College St Medford WI 54451 (715) 748-3332
053	Rock County HS 3530 N County Trunk F PO Box 1649 Janesville WI 53547-1649 (608) 757-5270	061	Trempealeau County SS PO Box 67 36245 Main St Whitehall WI 54733 (715) 538-2311 ext. 290
054	Rusk County HHS Ste C240 311 E Miner Ave Ladysmith WI 54848 (715) 532-2299	062	Vernon County DHS Ste 100 E7410 County Road BB Viroqua WI 54665 (608) 637-5210
055	St. Croix County HHS 1445 N 4th St New Richmond WI 54017-9236 (715) 246-6991	063	Vilas County DSS 330 Court St Eagle River WI 54521 (715) 479-3668

Agencies Providing Medicaid Eligibility Information (Continued)

County Social or Human Service Agencies

Agency Number	Name, Address and Telephone

064   Walworth County DHHS
W4051 County Road NN
PO Box 1005
Elkhorn WI 53121-1005
(262) 741-3200

065   Washburn County HHS
PO Box 250
110 W 4th Ave
Shell Lake WI 54871
(715) 468-4747

066   Washington County SS
Ste 3100
333 E Washington St
West Bend WI 53095-2585
(262) 335-4610

067   Waukesha County HHS
500 Riverview
Waukesha WI 53188
(262) 548-7666

068   Waupaca County HHS
811 Harding St
Waupaca WI 54981-2080
(715) 258-6300

069   Waushara County DHS
230 W Park St
PO Box 1230
Wautoma WI 54982-1230
(920) 787-3303

070   Winnebago County HS
220 Washington Ave
PO Box 2187
Oshkosh WI 54903-2187
(920) 236-4600

071   Wood County SS
400 Market St
PO Box 8095
Wisconsin Rapids WI 54495
(715) 421-8600

and

Wood County SS
Ste 404
630 S Central Ave
Marshfield WI 54449
(715) 387-6374

Agencies Providing Medicaid Eligibility Information (Continued)

Tribal Social or Human Service Agencies

Agency Number	Name, Address and Telephone	Agency Number	Name, Address and Telephone
084	Menominee Tribal Legislature PO Box 910 Keshena WI 54135-0910 (715) 799-5114	092	Oneida Tribe for Indians Center for Self-Sufficiency PO Box 365 N7210 Seminary Rd Oneida WI 54155 (920) 869-4374
085	Red Cliff Tribal Agency 88385 Pike Rd Hwy 13 Bayfield WI 54814 (715) 779-3700	094	Lac Courte Oreille Tribe 13394 W Trepania Rd Hayward WI 54843-2186 (715) 634-8934
086	Stockbridge-Munsee Tribal Agency N8476 Mo He Co Nuck Rd Bowler WI 54416 (715) 793-4111	095	St. Croix Tribal Agency 24663 Angeline Ave Webster WI 54893 (715) 349-2195
087	Forest County Potawatomi Tribal Center PO Box 340 Crandon WI 54520 (715) 478-7292		HoChunk Tribe (715) 284-9343
088	Lac du Flambeau Tribal Agency PO Box 67 418 Little Pines Lac du Flambeau WI 54538 (715) 588-3303		
089	Bad River Tribal Agency PO Box 39 Odanah WI 54861 (715) 682-7111		
091	Sokaogon Chippewa Tribe 3051 Sand Lake Rd Crandon WI 54520 (715) 478-7500		

Contact List for Wisconsin Medicaid and Related Programs

Automated Health Systems
Automated Health Systems provides:
- Medicaid managed care.
- Medicaid HMOs in your area.

(800) 291-2002

Children Come First (CCF) of Dane County Information
Children Come First is a behavioral mental health managed care program for children who have at least one severe emotional disorder, are age 19 or younger, reside in Dane County, and are at risk of placement in a residential treatment center, psychiatric hospital, child caring institution, or juvenile correctional facility.

(608) 250-6634

The Maternal and Child Health Hotline
provides information about:
- Healthy Start.
- HealthCheck.
- Special Supplemental Food Program for Women, Infants, and Children (WIC).
- Prenatal care coordination (PNCC).

(800) 722-2295

Medicaid Eligibility Information
is available from the agencies listed in Appendix 1 of this guide and on the Department of Health and Family Services' Web site at *dhfs.wisconsin.gov/medicaid/.*

Medicaid Eligibility for Children with Disabilities
Contact your local Social Security Office or county/tribal social or human services agency. Refer to Appendix 1 of this guide for more information.

Wraparound Milwaukee Information
Wraparound Milwaukee is a behavioral mental health managed care program serving Milwaukee County children under age 18 who have a current diagnosable mental health disorder, are involved in two or more Milwaukee service systems, and have been identified for out-of-home placement in a residential treatment center, or could be returned from such a facility with the availability of Wraparound services.

(414) 257-7611

Services Covered Under Wisconsin Medicaid

The following services are covered under Wisconsin Medicaid:

- Physicians' services.
- HealthCheck (EPSDT) of persons under 21 years of age.
- Rural health clinic services.
- Federally qualified health centers.
- Medical services if prescribed by a physician:
  - √ Inpatient hospital services other than services in an institution for mental disease (IMD).
  - √ Outpatient hospital services.
  - √ Skilled nursing home services other than in an IMD.
  - √ Home health services, or nursing services if a home health agency is unavailable.
  - √ Laboratory and X-ray services.
  - √ Family planning services and supplies.
  - √ Nurse midwifery services.
  - √ Intermediate care facility (ICF) services, other than IMD services.
  - √ Physical and occupational therapy.
  - √ Speech, hearing, and language disorder services.
  - √ Medical supplies and equipment.
  - √ Inpatient hospital, skilled nursing facility, and ICF services for patients in IMDs:
    - Who are under 21 years of age.
    - Who are under 22 years of age and received services immediately prior to reaching age 21.
    - Who are 65 years of age or older.
  - √ Medical day treatment, mental health, and substance abuse services.
  - √ Nursing services, including services performed by a nurse practitioner.

- √ Legend drugs and over-the-counter drugs listed in the Department of Health and Family Services' Medicaid drug index.
- √ Personal care services.
- √ Substance abuse day treatment services.
- √ Mental health and psychosocial rehabilitative services, including case management services, provided by staff of a certified community support program.
- √ Respiratory care services for ventilator-dependent individuals.
- Tuberculosis-related services.
- Nurse midwifery services.
- Dentists' services.
- Optometrists' or opticians' services, including eyeglasses.
- Transportation via the following:
  - √ Emergency medical vehicle to obtain emergency medical care.
  - √ Specialized medical vehicle to obtain medical care.
  - √ Common carrier or private motor vehicle if authorized in advance by a county.
- Chiropractors' services.
- Home and community-based services authorized under a waiver.
- Case management services.
- Hospice care.
- Podiatrists' services.
- Care coordination for women with high-risk pregnancies.
- Care coordination and follow-up of persons having lead poisoning or lead exposure, including lead inspections.
- School-Based Services.

Glossary

BadgerCare — BadgerCare is Wisconsin's state program to provide health insurance for uninsured working families. Families began enrolling in BadgerCare on July 1, 1999. BadgerCare ensures access to health care for uninsured children and parents with income at or below 185 percent of the Federal Poverty Level (FPL) ($37,000 for a family of four in 2006). Once enrolled, families may remain in BadgerCare until family income exceeds 200 percent of the FPL.

Department of Health and Family Services (DHFS) — The Wisconsin state agency responsible for administering a wide variety of programs and services designed to foster healthy, self-reliant individuals and families in Wisconsin.

Division of Health Care Financing (DHCF) — The division in the Wisconsin Department of Health and Family Services (DHFS), Division of Health that is directly responsible for the management of Wisconsin Medicaid. The DHCF is also responsible for the management of the Chronic Disease Aids, Wisconcare, Health Insurance Risk Sharing Plan (HIRSP), and general relief programs. The DHCF issues birth, death, marriage, and divorce certificates, and collects statistics related to the health of Wisconsin residents and health care industry.

Division of Public Health (DPH) — The Wisconsin DPH, under the Department of Health and Family Services (DHFS), is responsible for providing public health services and environmental and public health regulation. The DPH has programs in the areas of environmental health, occupational health, family and community health, emergency health services and injury prevention, chronic disease prevention, and health promotion and communicable diseases.

Federal Financial Participation (FFP) — Matching funds from the federal government for the federal share of Medicaid, which is jointly funded by the state/local and federal governments.

General Fund — The state's fund that is the depository for state tax dollars and other state revenue not directed for a specific purpose. Money in the General Fund can be appropriated by the legislature for specific state activities through the biennial budget or other legislation.

Head Start — A comprehensive preschool program for low-income 3-to 5-year-old children and their families. Program components for children include educational, medical, dental, nutritional, and mental health services.

HealthCheck — Wisconsin Medicaid's Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program. HealthCheck is comprehensive, preventive health screening for children up to the age of 21 who are on Wisconsin Medicaid. HealthCheck calls for early and periodic screenings. The frequency of the screens is based on recommendations from the American Academy of Pediatrics.

Healthy Start — The name for Wisconsin's expansion of Medicaid eligibility for children and pregnant women. Through Healthy Start, children under 6 years of age and pregnant women with income of up to 185 percent of the Federal Poverty Level (FPL) are eligible for the full range of Medicaid benefits. Children ages 6 to 14 (up to 100 percent of the FPL) are eligible for full Medicaid benefits.

Individualized Education Program (IEP) — Used as a management tool, the IEP sets forth in writing a commitment of resources and appropriate services necessary to enable a child with a disability to receive needed special education and related services.

Medicaid Administrative Claiming/ School-Based Services time study period — The one-week (five working days) time period during which time study participants record the amount of time spent in various activities for the MAC/ SBS program.

Medicaid Administrative Claiming (MAC) — A program administered by Wisconsin's Division of Heath Care Financing (DHCF) that allows school districts or Cooperative Educational Service Agencies (CESA) to receive federal matching funds for Medicaid administrative and outreach activities.

Medicaid — A jointly funded state and federal program operated by the Wisconsin Department of Health and Family Services (DHFS) under Title XIX of the federal Social Security Act.

The purpose of Medicaid is to assure medical care to children, elderly people, and disabled people whose own financial resources are inadequate to provide for their medical needs. Medicaid reimburses medical providers and managed care organizations.

Prenatal care coordination (PNCC) — Services intended to help a pregnant Medicaid recipient, and when appropriate, the recipient's family, gain access to medical, social, educational, and other services needed for a successful pregnancy outcome. Recipients are eligible for PNCC services throughout pregnancy and up to 60 days after giving birth.

School-Based Services (SBS) — The Medicaid benefit, established under Wisconsin law, that allows school districts and Cooperative Educational Service Agencies (CESA) to submit claims to Wisconsin Medicaid for medically necessary Individualized Education Program (IEP) services provided to Medicaid-eligible children.

Time study — A record of the amount of time spent in various activities by staff at a specified time.

W-2 — The program intended to eliminate cash entitlements, formerly provided under Aid to Families with Dependent Children (AFDC), and instead require recipients of public assistance to work in unsubsidized employment or in government-subsidized trial jobs and community service jobs.